

**(CORRECTED 6-11-10)**

## **Amendment 51**

**To Contract No. 229944 for the Design, Implementation, Operation and Maintenance of the Regional Fare Coordination System**

CORRECTED: 6/28/2010

This Amendment 51 to the Contract for the Design, Implementation, Operations and Maintenance of the Regional Fare Coordination System is entered in to this 15<sup>th</sup> day of September, 2009, by and between ERG Transit Systems (USA) Inc, a California corporation and wholly owned subsidiary of Vix ERG Pty Ltd, an Australian corporation, (hereinafter referred to as the "Contractor") and each of the following seven public transportation agencies (hereinafter referred to individually as an "Agency" or collectively as the "Agencies"):

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ea

1. Central Puget Sound Regional Transit Authority ("Sound Transit")
2. King County ("King County")
3. Kitsap County Public Transportation Benefit Area ("Kitsap Transit")
4. Pierce County Public Transportation Benefit Area ("Pierce Transit")
5. Snohomish County Public Transportation Benefit Area ("Community Transit")
6. City of Everett ("Everett")
7. State of Washington, acting through the Washington State Department of Transportation, Washington State Ferries Division ("WSF")

### **Recitals**

A. Effective April 29, 2003, each of the Agencies and the Contractor entered into Contract #229944 ("Contract") to implement a Regional Fare Coordination System ("RFC System") to establish a common fare system utilizing smart card technology. The Contractor is responsible for the development, implementation, operation and maintenance of the RFC System as specified in the Contract.

B. King County Metro (KCM) is considering addition of a mobile router ("router") to the onboard network that will support RFCS as well as other onboard systems.

C. The Agencies desire to engage the Contractor to perform analysis and conceptual design work regarding these matters under the terms of this Amendment.

## Agreements

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the sufficiency of which is hereby acknowledged, the Parties hereby agree to amend the Contract as follows:

### **Section 1.0 Work Related to Proposed Router**

a. The Contractor shall perform the following tasks to identify and analyze the potential issues and impacts on the RFCS if a router were added to the KCM on-board architecture:

1. Review and analyze KCM's existing on-board architecture, networking design and equipment configuration.
2. Review and analyze KCM's proposed router solution
3. Identify and analyze the issues and impacts of the proposed router solution, including potential changes to the following:
  - a. tunnels and traffic control
  - b. networks
  - c. IP address scheme
  - d. equipment and software (e.g. DAC, BOC, DDU, OBFTP, etc.)
  - e. upstream reporting systems and device connection reporting
  - f. configuration data and processes for updating same
  - g. wireless data transmissions at bus bases
  - h. any other issues and impacts on the RFCS

4. Review and comment on potential issues and impacts of the proposed router solution on non-RFCS on-board systems and requirements for those systems.

a. The Contractor shall identify and analyze the potential issues and impacts on RFCS systems of KCM continuing to operate its fleet of vehicles during an installation period while routers are installed and only part of the fleet is equipped with routers.

b. By **September 18, 2009**, the Contractor shall submit a written report of the above identification and analysis of issues and impacts and a written conceptual design of any changes to any elements of the RFCS that are needed for KCM to implement a mobile router solution.

c. The Contractor shall submit a draft scope of work, schedule and Rough Order of Magnitude (ROM) estimate by **September 25, 2009** that includes the following:

1. Complete final design of any changes to any elements of the RFCS that are needed for KCM to add a router.
2. Develop and test any changes to any elements of the RFCS that are needed for KCM to add a router.

3. Transition plan that ensures the continuity of RFCS operations and enables KCM to operate its fleet of vehicles during an installation period while part of the fleet is equipped with routers and part are equipped with the original equipment.
4. Recommissioning of existing RFCS equipment
5. Revised documentation, as identified by the proposed solution.

6. Security Review to ensure all RFCS devices and networks remain secure and within VPN. Review to be undertaken by ERG, KCM and RFCS representatives.

d. In conducting its activities under this Amendment, the Contractor shall communicate with KCM staff via web meetings, conference calls and emails as needed and shall present the written submittals in subsections c and d above to KCM.

## Section 2.0 Compensation

2.1 The Contractor shall be entitled to compensation for the reasonable hours expended by Contractor's staff in the activities covered by this Amendment. The actual hours so performed by the positions listed in Section 2.4 below shall be compensated at the fully loaded hourly rates, ~~for the applicable positions,~~ as specified in Exhibit 9, ~~Section XVII.~~ Travel hours are not compensable but travel expenses shall be reimbursed by the County to the extent the travel was only required to perform the work of this Amendment and was approved in advance by the Contract Administrator. Travel expense reimbursements are subject to the limits in King County Code 3.24, a copy of which is attached hereto.

2.2 Contractor shall submit a written invoice not more frequently than once each calendar month which indicates the number of hours (in increments of one quarter hour) expended under this Amendment and for each time entry: the applicable hourly rate; the staff members' name; and the task performed.

2.3 The Contractor shall not be required to perform Work or incur expenses under this Amendment, and the County shall not be required to pay, beyond a total maximum amount of \$33,991 for the Work and travel and per diem expenses, unless additional budget authority is approved by the County in advance under a written notice to the Contractor.

2.4 ~~2.4~~ The positions and hourly rates indicated in the following Table, amount, invoicing process and other provisions of this Section 24 are agreed to for the purpose of expediting this work and the Parties agree that nothing herein shall be construed as an admission or precedent by any Party.

<u>Position</u>	<u>Exhibit 9 Rate</u>
<u>Business Analyst</u>	<u>\$91</u>
<u>Project Manager</u>	<u>\$196</u>
<u>Installation Manager</u>	<u>\$111</u>
<u>Chief Architect</u>	<u>\$129</u>
<u>Contract Management</u>	<u>\$104</u>
<u>Engineering Manager</u>	<u>\$119</u>
<u>Quality Assurance</u>	<u>\$84</u>
<u>Project Scheduler</u>	<u>\$87</u>
<u>Project Accountant</u>	<u>\$98</u>

## Section 3.0

Exhibit 9, Price Schedule, Section VI Implementation, is hereby amended to read as follows:

## VI. IMPLEMENTATION

### SPECIAL PROGRAMS

Amendment No. 51

King County Metro Engineering Consulting – Support On-board Network Using Mobile Access Router	NTE \$33,991 With Documentation
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## Section 4.0

All other provisions of the Contract not referenced in this Amendment Fifty-one shall remain in effect.

IN WITNESS WHEREOF, authorized representative of the Agencies and the Contractor have signed their names in the spaces provided below.

**ERG Transit Systems (USA) Inc.**

**The Agencies**

By: John Winyard \_\_\_\_\_  
Its: Vice President \_\_\_\_\_

Date: 9-9-09 \_\_\_\_\_

By: Candace Carlson  
Their: Contract Administrator  
On behalf of the Agencies  
Date: 9-15-09

*Candace Carlson*  
Contract Administrator  
6/20/2010

Signed by ERG Transit Systems (USA) Inc by its attorney Elaine Auger pursuant to Power of Attorney dated 18 June 2010:

  
Elaine Auger

In the presence of:

  
Witness Signature

Witness name: Pauline Downey

**Chapter 3.24**  
**TRAVEL AUTHORIZATION AND EXPENSE REIMBURSEMENT**

**Sections:**

- 3.24.010 Definitions.
- 3.24.020 Persons authorized to receive expense reimbursement.
- 3.24.030 Travel authorization.
- 3.24.050 General rules.
- 3.24.060 Transportation costs.
- 3.24.070 Lodging costs.
- 3.24.080 Per diem meal and incidental rates and refreshment costs.
- 3.24.090 Miscellaneous reimbursable expenses.
- 3.24.100 Nonreimbursable expenses.
- 3.24.105 Travel expense advances.
- 3.24.110 Leave of absence during travel.
- 3.24.120 Lobbyist per diem in lieu of reimbursement.
- 3.24.130 Expense reimbursement.
- 3.24.140 Repayment of unauthorized reimbursements.
- 3.24.150 Implementation.
- 3.24.160 Reporting.
- 3.24.170 Reimbursement of moving expenses for certain employees.

## TRAVEL AUTHORIZATION AND EXPENSE REIMBURSEMENT 3.24.010 - 3.24.020

**3.24.010 Definitions.** All words in this chapter shall have their ordinary and usual meanings except those defined in this section which shall have the meaning set forth below:

A. "Day travel" shall mean travel outside of the county that exceeds six hours but does not include an overnight stay. Travel outside of the county for six hours or less or travel within the county is not considered day travel.

B. "Emergency" shall mean the occurrence of unforeseen or exigent circumstances which may result in harm to the public good.

C. "Employee" shall mean any person who is employed in a career service position or an exempt position as defined in K.C.C. chapter 3.12, except persons serving the county without compensation and members of boards and commissions. "Employee" includes all county elected officials.

D. "Federal lodging limit" shall mean the maximum amount a federal employee may be reimbursed per day for lodging expenses, excluding applicable taxes, in the respective host city for travel within the continental United States as published in the Code of Federal Regulations, 41 CFR §301, App. A, and as hereafter amended.

E. "Government rates" shall mean the discounted rates offered to government employees, in the course of conducting official business, by lodging establishments, rental car agencies and other providers of services to government employees.

F. "Moving expenses" shall mean expenses incurred for transportation of family and common household possessions, including meals and incidentals per diem, automobiles and lodging expenses.

G. "Official county business" shall mean business that relates directly to a person's work function and benefits the county.

H. "Overnight travel" shall mean travel outside of the county that exceeds twelve hours and includes an overnight stay.

I. "Presiding elected official" shall mean the county executive for the executive branch departments, agencies and offices except assessments and public safety; the county assessor for the department of assessments; the prosecuting attorney for the office of the prosecuting attorney; the county sheriff for the department of public safety; the chair of the county council for the legislative branch; and the presiding judges of the superior and district courts, or the official or officials designated by that branch or unit of county government. (Ord. 13257 § 1, 1998; Ord. 12904 § 2, 1997; Ord. 9206 § 1, 1989).

**3.24.020 Persons authorized to receive expense reimbursement.** This chapter applies to all departments, agencies and offices of the executive branch, including but not limited to the departments of judicial administration, public safety, and assessments; the council and subordinate units of the legislative branch; the office of the prosecuting attorney; and the superior and district courts. Within budgetary constraints, the following persons are authorized to receive expense reimbursement in conformance with this chapter and are likewise responsible for compliance with the terms of this chapter and any implementing policies and procedures:

A. County employees;

B. Candidates for positions that are exempt from the career service or candidates for positions that require a specialized skill not available in the county job market may be authorized by the presiding elected official, subject to the following restrictions:

1. For travel to the county from their place of residence outside the county to be interviewed.

2. Maximum of five interview trips for a given position during any twelve month period.

3. No candidate for employment is eligible for more than two separate interview trips for a given position.

4. Approval by the presiding elected official is required before an invitation to interview is issued.

C. Persons otherwise authorized by law, grant or contract, provided that the terms of such other expense reimbursement authorization shall apply. (Ord. 13257 § 2, 1998: Ord. 12077 § 7, 1995).

King County 6-2004)  
PERSONNEL

3.24.030 - 3.24.050

**3.24.030 Travel authorization.**

A. Authorization for day or overnight travel or to incur expenses estimated to exceed one hundred dollars shall be obtained in accordance with the established policies and procedures of the respective presiding elected official prior to commencing the activity. Travel plans shall be authorized in advance by the presiding elected official or designee, except when an emergency arises that requires travel to commence within twenty-four hours. If expenses are incurred without prior to authorization, the presiding elected official or designee will determine whether an emergency existed and the expenses are reimbursable. The person requesting reimbursement will be responsible for payment of expenses that were incurred without prior authorization and subsequently determined not to constitute an emergency.

B. Persons authorizing travel shall not be subordinate to the requester, shall ensure that the traveler is provided information about the applicable travel expense reimbursement policies prior to incurring travel expenses and shall apply, at a minimum, the criteria outlined below in making decisions on granting or denying such requests:

1. Requested travel shall be for the conduct of official county business. The travel request shall describe the relationship between the travel and work functions and indicate what benefit the county will receive from the travel. Any available printed material indicating the overall content and quality of the event shall be attached to the travel request. The number of persons engaging in a given travel activity shall be the minimum necessary to achieve the expected benefit.

2. Travel requests shall be accompanied by a travel itinerary and itemized list of anticipated expenditures. Expenditure plans must be reasonable and budgeted monies for reimbursement must be available and authorized.

3. For nonmandatory attendance at job-related seminars, conferences, conventions or training, travel may be authorized with reimbursement at less than the rates otherwise authorized, provided that the reduced reimbursement rates are mutually agreed to in writing by the person authorizing the travel and the traveler prior to the travel.

4. If the person is to maintain employment/business status during the travel, travel authorization is required even if the county will not be funding the travel expenses. (Ord. 13257 § 3, 1998: Ord. 9206 § 3, 1989).

**3.24.050 General Rules.**

A. All persons are responsible for exercising prudent judgment to avoid unnecessary county expense. Travel requests and reimbursement claims shall strictly conform to the provisions of this chapter and other applicable laws, grants, contracts or policies.

B. The traveler shall be responsible for excess costs and additional travel expenses resulting from taking an indirect route or delaying the return trip for personal preference or convenience, except that additional travel expenses may be approved and reimbursed if an indirect route or delay reduces the county's total costs. Additional travel expenses paid under this provision are subject to the reimbursement limitations specified in this chapter and, considering both salary and travel expenses, must not exceed the documented savings.

C. The provisions of this chapter shall apply to both domestic and foreign travel, except that the limits on travel expense reimbursements for transportation, lodging, and meals and incidentals, as provided for in K.C.C. 3.24.060 through 3.24.080, shall apply only to travel within the continental United States, which shall consist of the forty-eight contiguous states and the District of Columbia. Transportation, lodging, and meals and incidental expense reimbursement for travel outside the continental United States shall be based upon actual expenses to a maximum of the overseas rates established by the federal General Services Administration for federal travel to the specific location, subject to all other provisions of this chapter.



D. No travel or meal expense that would not be a reimbursable expense under this chapter may be the object of a direct expenditure of county funds. (Ord. 13257 § 5, 1998: Ord. 9206 § 5, 1989).

(King County 6-2004)

## TRAVEL AUTHORIZATION AND EXPENSE REIMBURSEMENT 3.24.060 - 3.24.070

**3.24.060 Transportation costs.** The county will pay the actual and necessary costs of transportation of conducting official county business as follows:

A. Travel shall be by the method of transportation and route that will be most advantageous to the county, considering the cost of transportation, other travel expenses and salary. The excess cost of first class or business class fare for a given mode of travel shall not be reimbursed when less expensive fares are available. When a private mode of transportation is used in lieu of a more customary form of transportation to the event site, travel expenses shall be reimbursed at the lesser of the two costs.

B. When automobile transportation is necessary, a county vehicle or public transportation shall be used whenever practical. When rental vehicles are authorized, government rates must always be requested. When use of a private automobile is authorized, reimbursement for mileage shall be the current Internal Revenue Service (IRS) rate per mile for business-related travel and reimbursement for parking shall be the actual cost, except as provided by a collective bargaining agreement, prevailing law or contract. The department of finance shall be responsible for administering and announcing the current IRS mileage rate for business-related travel.

C. The starting and ending locations of travel are the official work place or the residence, depending on the work schedule and the work status of the traveler at the time of departure and arrival.

D. Transportation between a person's home and regularly assigned workplace is not reimbursable, except that members of regional committees who are not full-time elected officials may be reimbursed actual parking and round-trip mileage expenses, at the current IRS mileage rate for business-related travel, between the member's workplace or residence and the location of the regional committee meeting. (Ord. 13257 § 6, 1998: Ord. 12077 § 8, 1995).

**3.24.070 Lodging costs.** Lodging costs actually incurred are reimbursable only as follows:

A. Lodging costs will be reimbursed only if a person is in overnight travel status. Government rates must always be requested. Lodging receipts are required. Lodging costs in the host city may be claimed from the night before the authorized event starts through the night before it ends, unless reasonably priced and timely return transportation is not available, thereby necessitating additional lodging costs.

B. The traveler shall be reimbursed for actual lodging costs incurred for single occupancy, to a maximum of the federal lodging limit for the host city plus taxes. If the lodging receipt indicates a charge for double occupancy and two persons are authorized to travel on behalf of the county, each traveler shall be allowed one-half the double occupancy charge. If one person is not authorized to travel on behalf of the county, the person authorized to travel shall be reimbursed at the single occupancy rate to a maximum of the federal lodging limit.

C. For seminars, conferences or conventions, costs for lodging at the event site may be authorized in excess of the federal lodging limit for the host city under the following conditions:

1. No alternate lodging is available within a reasonable distance of the event site which is within the federal lodging limit for the host city. The traveler must provide a signed statement of unavailability with the request for reimbursement; or

2. The authorized means of transportation between the alternate lodging site and the event site would exceed the savings in lodging costs; or

3. The presiding elected official, or his or her designee, has authorized the excess expenditure in writing and in advance for any exigent circumstances which may exist.

D. The department of finance shall distribute federal lodging limits, as published in the Code of Federal Regulations, 41 CFR §301, App. A, as rate changes occur. (Ord. 13257 § 7, 1998: Ord. 9206 § 7, 1989).



**3.24.080 Per diem meal and incidental rates and refreshment costs.**

A. Day and overnight travel status. For persons traveling on official county business, meal and incidental expenses are reimbursable at the per diem rates established by the federal travel regulations for the host city, published annually in the Code of Federal Regulations, 41 CFR §301, App. A. The per diem rates include fixed allowances for breakfast, lunch, dinner and incidental expenses, by city. The meal allowances include tips and gratuities. The incidental rates are calculated to allow for expenses such as fees and tips to baggage carriers, concierges, hotel staff and laundry. Reimbursement for incidentals is authorized only for overnight travel. Receipts are not required.

1. For day travel, the fixed allowance per meal, as established by the federal per diem rate, may be claimed if in travel status at the following times: 7:00 a.m. - breakfast, 12 noon - lunch, and 6:00 p.m. - dinner.

2. For overnight travel, the per diem meal and incidental rate may be claimed. On the first and last days of travel, meals shall be reimbursed at the rates established for day travel, plus incidentals.

3. When the expense of a meal is included in a registration fee, air fare or other county expense, the per diem meal and incidental rate will be reduced by the fixed allowance for the respective meal.

B. Nontravel status.

1. Meal expenses incurred while the person is not in travel status are not normally reimbursable, except that meals may be reimbursed or paid directly by the county for official county business purposes as follows:

a. for staff retreats lasting more than four hours in a single day, for either single or multiple days, not to exceed one retreat per quarter per county division or key subordinate unit as defined by K.C.C. 2.16.100; or

b. when an integral part of a job-related seminar, conference, convention, or training occurs during the meal, provided such meals are approved in advance, in writing, by the presiding elected official or designee; or

c. when a meeting subject to the Open Public Meetings Act, chapter 43.20 RCW, continues through the times listed in K.C.C. 3.24.080A.1; or

d. for events authorized in advance and in writing by a presiding elected official or designee, provided that this authorization shall not be provided in circumstances that violate article VIII, section 7 of the state Constitution, which prohibits gifts of public funds.

2. Reimbursable meals incurred while in nontravel status are limited to the fixed meal allowance established by the federal travel regulations for each participant.

C. Refreshments. Expenses for refreshments are not normally reimbursable, except that refreshment expenses may be reimbursed when an employee is not in travel status, under the conditions provided for in K.C.C. 3.24.080B. Additionally, refreshments may be provided to employees by the county, at its option. Refreshment expenses, however, are limited to fifty percent of the fixed lunch meal allowance established by the federal travel regulations for each participant. Any purchase of refreshments that will cost more than fifty dollars in total per function must be approved in advance and in writing by the presiding elected official or designee.

D. Nonreimbursable meal and refreshment costs. Meal and refreshment costs are neither reimbursable nor may they be paid by the county as a direct expenditure when:

1. They are included in another county expense, regardless of whether the person partakes in the meal or refreshment; or

2. They are incurred for recreational or social events such as office parties, going away parties, retirement parties, or other personalized social events; or

3. It would violate the provisions of article VIII, section 7 of the state Constitution, which prohibits a gift of public funds.

E. Exceptions to the per diem meal rates. Meal expenses may be incurred at a rate higher than that established by federal regulations when one of the following conditions apply:

1. The presiding elected official or designee approves the cost of the meal because a circumstance related to a particular meal results in exceeding the authorized meal rate. A receipt detailing the expense, accompanied by written justification, shall be submitted with the request to exceed the fixed meal allowance; or

2. The meal expense is incurred on behalf of another agency that reimburses the county for the expense, in which case the expense shall be reimbursed according to the rules specified by the funding agency; or

3. When necessitated by special dietary needs.

F. The department of finance shall distribute federal meal and incidental rates, as published in the Code of Federal Regulations, 41 CFR §301, App. A, as rate changes occur. (Ord. 13257 § 8, 1998: Ord. 12077 § 9, 1995).

**3.24.090 Miscellaneous reimbursable expenses.**

A. Miscellaneous expenses related to official county business travel which are considered essential and reimbursable include, but are not limited to:

1. Registration fee of a seminar, conference, convention or similarly organized program subject to the limitation in K.C.C.3.24.080A.3.

2. Rental of a room in a hotel or other facility that is used to transact official business.

3. Parking; ferry and bridge tolls; taxi, subway and bus fares; airport shuttle service and rental vehicles.

4. Stenographic, typing or computer-related services.

5. Telephone calls or facsimile (fax) transmissions necessary for the conduct of official business or to advise of a change in official travel plans.

6. Traveler's checks.

7. Baggage handling service, when necessitated by physical limitations or when carrying excessive baggage or equipment required for an official business purpose, may be claimed beyond the expense limitations provided for in K.C.C. 3.24.080A.

B. A miscellaneous nontravel expense related to official county business is reimbursable if the expense is under one hundred dollars and approved in advance by the presiding elected official or designee. (Ord. 13257 § 9, 1998: Ord. 9206 § 9, 1989).

**3.24.100 Nonreimbursable personal expenses.** Miscellaneous travel expenses not directly related to the conduct of official county business are not reimbursable.

A. Certain expenses are considered personal and therefore nonreimbursable including, but not limited to:

1. Laundry, except as covered by the incidental per diem rate provided for in K.C.C. 3.24.080.

2. Personal telephone calls, except as provided for in K.C.C 3.24.090A.5.

3. Entertainment, clothing, personal sundries and services, transportation to places of entertainment and similar personal items.

4. Room service costs that exceed the fixed rate established for the meal incurred and valet service, except when necessitated by physical limitations.

5. Personal "trip insurance" and medical or hospital services.

6. Alcoholic beverages and tobacco products.

7. Tips and gratuities, except as provided for in K.C.C. 3.24.080A.

8. Fines and penalties.

9. Dependent care, except as provided through the county employee benefits program.

3.24.100 - 3.24.120

B. The county shall not provide funding of travel expenses when a source of reimbursement other than the county is specified in county, state or federal law or policy. In cases where reimbursement is available from another source, the county may, at the option of the approving authority, pay the difference between what the county policy would allow for the total travel activity and the total reimbursed from the other source for expenses reimbursable under the provisions of this chapter, but shall not selectively reimburse for only specific items with differing reimbursement rates between the county and the other source. (Ord. 13257 § 10, 1998; Ord. 9206 § 10, 1989).

**3.24.105 Travel expense advances.**

A. Whenever it becomes necessary for an employee to incur reimbursable expenses for overnight travel, the department of finance may make a travel expense advance if requested by the employee. The amount of such an advance shall not exceed the amount of anticipated reimbursable expenses.

B. Travel expense advances shall be used only to defray reimbursable expenses incurred while conducting official county business. Travel expense advances shall not, under any circumstances, be considered a personal loan to the employee and any expenditure thereof, other than for official county business purposes, shall be considered a misappropriation of county funds.

C. On or before the tenth day following the close of the authorized travel period, any employee who received a travel expense advance shall submit a fully itemized travel expense voucher, as provided for in K.C.C. 3.24.130, accompanied by the unexpended portion of such advance, if any, to the approving official. The approving official shall have an additional five calendar days to process and forward the travel voucher and unexpended funds to the department of finance. The department of finance shall withhold from the employee's next paycheck any travel expense advance, or any portion thereof, not properly accounted for or repaid to the department of finance within the fifteen-day period. Such withholdings shall include interest, from the date of default until paid, at the rate established by RCW 42.24.150.

D. County employees who are delinquent in accounting for or repaying a prior travel expense advance shall be ineligible for any additional advances until such time as repayment or acceptable justification for the delinquent advance has been made. (Ord. 13257 § 11, 1998).

**3.24.110 Leave of absence during travel.**

A. When leave of absence of any kind is taken while in a travel status, the exact hour of departure and return to duty status shall be shown on the travel expense claim voucher. Except as provided in the following paragraph, expense reimbursement, including transportation to and from the post of duty, shall not be granted for such period.

B. Whenever a traveler takes leave of absence because of incapacitation due to illness or injury not due to the employee's own misconduct, the authorized reimbursement for lodging and subsistence may be continued during the leave period, but not to exceed in total the authorized cost for return to the employee's official station or residence, whichever is closer, and then back to the assignment. (Ord. 9206 § 11, 1989).

**3.24.120 Lobbyist per diem in lieu of reimbursement.**

A. Any expense for which a county employee would otherwise be reimbursed shall be a legal obligation of and expenditure by the county when incurred in the course of "lobbying" as defined in RCW 42.17.020(18), or in the course of providing requested information to an official or officials of another government agency.

B. Any employee of the county, when assigned to a session of the Washington state legislature as a full time "lobbyist" as defined in RCW 42.17.020(19), shall be authorized to receive, in lieu of meals and incidentals and lodging cost reimbursements provided for in this

chapter, an allowance for each and every consecutive day of a session at a rate equivalent to that authorized for members of the Washington state legislature in accordance with RCW 44.04.120. (Ord. 13257 § 12, 1998; Ord. 9206 § 12, 1989).

(King County 6-2004)

## TRAVEL AUTHORIZATION AND EXPENSE REIMBURSEMENT 3.24.130 - 3.24.150

### **3.24.130 Expense reimbursement.**

A. Travel expenses. The traveler shall submit a fully itemized travel expense voucher to obtain reimbursement for travel expenses reimbursable under the provisions of this chapter. Travel expense reimbursement claims shall include the time, place, business purpose and participants in accordance with procedures established by the presiding elected official and on forms approved by the department of finance. Any applicable conference, convention or seminar brochure; airline itinerary; travel authorization(s) and justifications for exceeding the established limits for travel expenses shall be attached to the travel expense reimbursement claim.

1. For travel to a foreign country, the travel reimbursement claim shall show the total cost in the foreign currency, converted to U.S. dollars. The exchange rate shall be determined using either the rate published in the Wall Street Journal on the date representing the mid-point of travel, or the receipt provided by the bank or hotel making the exchange transaction, provided it shows the exchange rate, date and transaction fee.

2. For travel to Canada, the department of finance shall ensure that the necessary forms and records are submitted to the appropriate Canadian government to request the goods and services tax refund. Requests for refunds shall be made upon completion of travel claim and voucher review.

B. Nontravel expenses. The employee shall submit a fully itemized expense voucher to obtain reimbursement for reimbursable nontravel expenses.

C. Receipts prepared and issued by the service provider or copies of endorsed checks are required wherever this chapter provides for actual cost reimbursement, except that receipts are not required for expenses of less than ten dollars.

D. Persons responsible for approving expense reimbursement claims shall be the respective presiding elected official or designee but shall not be subordinate to the claimant.

E. The approving official of expense reimbursement claims shall ensure that one political subdivision does not pay expenses properly attributed to another, in violation of RCW 43.09.210. (Ord. 13257 § 13, 1998; Ord. 12077 § 10, 1995).

**3.24.140 Repayment of unauthorized reimbursements.** The department of finance shall seek repayment of expenses from the person who was reimbursed whenever an audit or subsequent review of travel expense reimbursements finds that such expenses were reimbursed contrary to the provisions of this chapter. (Ord. 13257 § 14, 1998).

### **3.24.150 Implementation.**

A. Each presiding elected official shall be responsible for preparing and adopting administrative policies and procedures for submittal, approval and reimbursement of expense claims. Such policies and procedures shall include examples of the types of expenses allowed and disallowed, consistent with the provisions of this chapter. Should a presiding elected official not adopt the necessary policies and procedures within thirty days of the effective date of this chapter (December 10, 1998), the policies and procedure adopted by the executive shall apply until the presiding elected official adopts the necessary policies and procedures.

B. The department of finance shall be responsible for developing and disseminating the forms required to authorize and reimburse expenses. (Ord. 13257 § 15, 1998).

3.24.160 - 3.24.170

**3.24.160 Reporting.** The department of finance shall annually provide to the council a report, by department, agency or office, listing reimbursements made under the provisions of this chapter. At a minimum, the report shall include:

A. Reimbursement for lodging expenses that exceed the federal lodging limits provided for in K.C.C. 3.24.070 and the reasons therefore; and

B. Reimbursement expenditures made to candidates for employment interview expenses under K.C.C. 3.24.020; and

C. Refreshment expense reimbursements provided for county functions under K.C.C. 3.24.080. (Ord. 13257 § 16, 1998).

**3.24.170 Reimbursement of moving expenses for certain employees.**

A. Within the executive branch, including the department of judicial administration, the manager of the human resources management division may authorize in writing at the written request of the appointing authority reimbursement for reasonable and necessary moving expenses to the following categories of county employees:

1. Persons whose appointments require council confirmation and who have been so confirmed.

2. Persons appointed by the county administrative officer to exempt positions.

3. Persons appointed by the directors of executive departments to exempt positions.

B. Within the legislative branch, the department of assessments, the department of public safety, the office of the prosecuting attorney, and district and superior courts, the presiding elected official may authorize, in writing, the reasonable and necessary moving expenses of employees appointed within their agencies.

C. Reimbursement shall be authorized provided that prior to the appointment the appointing authority agreed to the reimbursement of moving expenses as necessary to obtain the services of a particular individual.

D. Confidential secretaries, and other exempt clerical positions, shall be excluded from the provisions of this section.

E. Total reimbursement shall not exceed six thousand dollars and reimbursement for specific expenses shall be subject to the limitations provided for throughout this chapter. Reimbursement will be authorized within the budgetary constraints of the employing department, agency or office.

F. Authorized moving expenses shall be reimbursable from departure until such time as possessions arrive in the county, unless such expenses have been otherwise reimbursed. Costs incurred in travel other than those related to direct travel to the place of new residence will be considered nonreimbursable. (Ord. 14199 § 31, 2001; Ord. 13257 § 18, 1998; Ord. 12014 § 56, 1995).